

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. <u>Position Title:</u>	Water Safety Instructor (Seasonal)	<u>Revision Date:</u>	02/14
		<u>EEO Category:</u>	Paraprofessional
		<u>Status:</u>	Non-exempt
		<u>Control No:</u>	50917

II. Summary Statement of Overall Purpose/Goal of Position

Under the general supervision of the Swim School Supervisor, organize, supervise and implement swim school activities and participants.

III. Essential Duties:

- Write daily/session lesson plans that meet objectives of the Center and American Red Cross.
- Promote assigned programs to ensure maximum participation.
- Ensure the success and safety of assigned programs and its participants.
- Ensure a healthy and safe environment in compliance with County Health regulations.
- Administer the risk management and safety program by regular inspection and maintenance of activity site and scheduled emergency drills.
- Assist in the preparation, distribution and enforcement of swim school rules and regulations.
- Provide information to general public, private, and public agencies on Center programs.
- Monitor and supervise the swimming pool, pool area, locker rooms and hallways.
- Respond quickly and efficiently to all emergency situations, including water rescues.
- Ensure participants achieve a high level of achievement and success during programs.

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education/Experience: Must be 16 years of age (due to America Red Cross requirement) and have knowledge of swimming strokes and techniques.

Certificates/Licenses: Current certification in CPR and Water Safety Instructor; must successfully complete oral, written and practical water exams.

Knowledge of: Sports programs (in depth knowledge required of assigned sports); principles of recreational programming; leadership, team building and ability to be self-motivating, proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people including responsibility for worker motivation and satisfaction. Must have ability to react responsibly in an emergency situation.

Communication Skills: Contacts requiring tact and judgment to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups; ability to enforce pool regulation in a firm manner while maintaining good public relations.

Tool, Machine, Equipment Operation: Physical ability to carry out a water rescue; regular use of a telephone; occasional use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle.

Analytical Ability: Follow written and verbal instructions.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee handles office equipment, objects or controls. Vision and hearing abilities and frequent communication with other are required. Employee may sit or stand for long periods of time and must be able to move up to 50 pounds. Moderate physical exertion is required, including the possibility of water rescues.

Work Environment: Extensive outdoor work with frequent exposure to heat, sun and wet/humid conditions. Mental pressure and fatigue exist during a normal work day due to constant supervision of children and adults; the noise level in the work environment is usually moderate. Some evening, weekend and holiday work are required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____